

CRIMINAL JUSTICE TRAINING REFERENCE MANUAL

CJSB GUIDELINES FOR REGIONAL TRAINING ACADEMIES

NOV 01

CJSB GUIDELINES FOR REGIONAL TRAINING ACADEMIES

Originally Adopted October 4, 1989

Amended July 1, 1997

Amended March 23, 1999

1. CJSB AUTHORITY FOR ISSUING ACADEMY GUIDELINES

Section 1-111, Item 455 of the Commonwealth's 1998-99 Appropriations Act states that:

The Criminal Justice Services Board (CJSB) shall adopt such rules as may reasonably be required for the establishment, operations and service boundaries of state supported regional criminal justice training academies."

Section 9.1-106 of the Code of Virginia states that :

§ 9.1-106. Regional Criminal Justice Academy Training Fund.

There is created a special nonreverting fund to be administered by the Department, known as the Regional Criminal Justice Academy Training Fund. This Fund shall be established on the books of the Comptroller and any funds remaining in such Fund at the end of the biennium shall not revert to the general fund, but shall remain in the Fund. Interest earned on the Fund shall be credited to the Fund. The Fund shall consist of moneys forwarded to the State Treasurer for deposit in the Fund as provided in §§ [16.1-69.48:1](#) and [17.1-275](#), which sums shall be deposited in the state treasury to the credit of the Fund. Money in the Fund shall be used to provide financial support for regional criminal justice training academies, and shall be distributed as directed by the Department.

Existing funds for the regional criminal justice training academies shall not be reduced by either state or local entities as a result of the enactment of Chapter 215 of the Acts of Assembly of 1997. (1997, c. 215, § 14.1-133.4; 1998, c. 872, § 9-178.2; 1999, c. 546; 2001, c. 844.).

Chapter 215 paragraph 2. of the Acts of the Assembly states :

That existing funding for the regional criminal justice training academies shall not be reduced by either state or local entities as a result of this act.

2. DEFINITIONS

Academy Governing Body: Individuals who are elected or appointed as provided by the academy charter, bylaws, or policies, and who are responsible for the direct supervision of the regional training academy and its staff, and possess the authority to act on matters within their purview representing member departments and with the authority to act for the member departments.

Charter: A document setting forth the aims, policies, rules and procedures agreed upon by the participating localities and criminal justice agencies joining to create a regional training academy.

Department Administrator: The agency head of any state or local criminal justice agency.

Fiscal Year: A 12-month time period commencing July 1 and ending June 30.

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Guidelines: A statement or other indication of procedures by which to determine a course of action.

Independent Department: A state or local criminal justice agency which is not affiliate with a regional training academy and whose personnel are required to comply with compulsory minimum training standards promulgated by the CJSB.

Member Department: A state or local criminal justice agency which has met all legal requirements for membership in a regional training academy as specified by the regional training academy charter, bylaws, policy, or other binding agreement.

Policy: A statement setting forth the philosophy or intent of management in broad, general terms; a general guideline for decision- making.

Procedure: A method of proceeding that is designed to achieve a particular objective.

Rule: A statement that a specific action must or must not be taken in a given situation.

Training Region: A contiguous geographic region including all local political subdivisions within such region subject to mandated training.

3. ESTABLISHMENT OF TRAINING REGIONS

On and after July 1, 1997, the Commonwealth shall be divided into ten training regions in order to provide a basis for the sound and efficient delivery of mandated training to local criminal justice personnel, pursuant to Section 9-170, Code of Virginia. Each training region shall be a contiguous geographic region encompassing all local political subdivisions within such region subject to mandate training. Each of the training regions shall be served by a regional training academy. The ten training regions and their regional training academies are as follows:

1. The region served by the *Cardinal Criminal Justice Academy* includes the jurisdictions listed in Appendix A.
2. The region served by the *Central Shenandoah Criminal Justice Training Center* includes the jurisdictions listed in Appendix B.
3. The region served by the *Central Virginia Criminal Justice Academy* includes the jurisdictions listed in Appendix C.
4. The region served by the *Crater Criminal Justice Academy* includes the jurisdictions listed in Appendix D.
5. The region served by the *Hampton Roads Regional Academy of Criminal Justice* includes the jurisdictions listed in Appendix E.
6. The region served by the *New River Regional Criminal Justice Training Center* includes the jurisdictions listed in Appendix F.
7. The region served by the *Northern Virginia Criminal Justice Academy* includes the jurisdictions listed in Appendix G.

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8. The region served by the *Piedmont Regional Criminal Justice training Academy* includes the jurisdictions listed in Appendix H.
9. The region served by the Rappahannock Regional Criminal Justice Academy includes the jurisdictions listed in Appendix I.
10. The region served by the *Southwest Law Enforcement Academy* includes the jurisdictions listed in Appendix J.

As provided for in Appendix A through Appendix J of this policy, each local political subdivision is assigned to a particular training region served by a designated regional academy. An agency of a local political subdivision may maintain an academy affiliation with an academy other than the regional academy designated to serve its training region only as provided by Section 5 of these guidelines. As of July 1, 1998, only the department of the local subdivisions listed in Appendix K are authorized to maintain an affiliation with a regional academy outside of their assigned region.

4. REGIONAL ACADEMY SATELLITES

Regional training academies may provide satellite training sites if such sites are required based on the principles of sound and efficient training delivery and departmental management concerns. Criteria used in satellite site selection shall include: training demand, student volume, distance traveled, travel time and instructor availability.

5. CHANGING ACADEMY STATUS

All local political subdivisions whose personnel are subjected to mandated training shall be assigned to a designated training region, each served by a regional academy. Changes in academy status are subject to the following applicable procedures:

5.1 CHANGING REGIONAL ACADEMIES

A change in membership from one regional academy to another may occur when the following steps are completed:

- a. A written request from the department administration has been sent to the chairman of the academy governing body of the regional academy where membership is desired;
- b. The department administrator has simultaneously sent a copy of the request to the Department of Criminal Justice Services (DCJS). Notification to DCJS must be provided in order to determine any potential impact on funding allocated by the state.
- c. The department administrator has sent written notification of the intent to withdraw membership to the academy governing body chairman of the academy being withdrawn from;
- d. The academy governing body chairman has provided the department administrator with the opportunity to address the board on the reasons the department is withdrawing membership.
- e. The chairman of the academy governing body, where membership is desired, has notified the department administrator in writing of his board's decision regarding the acceptance or rejection of the membership proposal.

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f. Upon acceptance, the department administrator must send written notification of withdrawal of membership to the governing body chairman of that academy where membership is being withdrawn. Notification must be sent no later than **nine (9) months** prior to the end of the contract period of the losing academy. If no contract date is included in the academy's charter, then the notice date will be **October 1** of the fiscal year immediately preceding the fiscal year in which the department intends to withdraw. The withdrawing department and the losing academy may enter into a mutual agreement to satisfy any financial obligations in circumstances where the notification requirement dates as stipulated above have passed.

5.1.1 A withdrawing member department is obligated to pay its designated financial assessment to the academy where membership is being withdrawn until the end of the fiscal year preceding the fiscal year during which they will become a member department of the academy being joined, unless the regional training academy and the department mutually agrees otherwise. DCJS will provide a fiscal impact statement to the chairman of each academy board. The statement will address the financial impact on each academy for the fiscal year in which the withdrawal will become effective.

5.1.2 In the event a withdrawing member department fails to comply with the preceding process, prior to imposition of any potential CJSB sanctions, any of the involved parties to the issue in question may request to meet with a DCJS designated mediator, agreeable to all parties, to resolve the issue.

5.1.3 If one or more of the parties as stated in section 5.1.2. elect not to participate in the mediation process, **or** if the issue in question cannot be resolved, the Committee on Training of the CJSB shall have the authority to enforce these guidelines and conduct a hearing on the matter and impose sanctions as may be set forth in these guidelines and in the Rules Relating to Regional Criminal Justice Training Academies.

5.1.4 Any regional academy which accepts membership from a department withdrawing from another regional academy under circumstances in which the withdrawing department does not comply with Section 5 of these Guidelines shall be subject to one or more of the following sanctions:

- a. The number of authorized personnel of the withdrawing department who are subject to mandated training will continue to be counted with the losing academy for state funding purposes until all obligations are paid in full to the losing academy;
- b. State funding equal to the obligation owed by the withdrawing department to the losing academy will be withheld from the next grant award to the receiving academy and awarded to the losing academy;
- c. In addition to continuing to count the officer population of the withdrawing department with the losing academy, an amount equal to that which would be awarded for the number of officers to the receiving academy would be withheld and awarded to the losing academy; and/or
- d. The receiving academy will be decertified until all fiscal obligations of the withdrawing department to the losing academy have been satisfied.

Disbursement of State Training Funds to the receiving regional academy will be adjusted to cover any sanctions. The funds withheld from the receiving regional academy will then be disbursed to the losing regional academy in accordance with fiscal guidelines.

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5.1.5 Any sanctions administered by the COT or CJSB as a result of a department or academy not complying with Section 5 of these guidelines shall remain in effect until such time as the department mutually satisfies any fiscal responsibility with the losing regional academy or through the fiscal year in which the sanction will be assessed, whichever shall first occur.

5.1.6 The Committee on Training of the CJSB shall conduct all hearings and impose sanctions for any violations of Section 5 of the Guidelines. Any appeals shall be heard by the Executive Committee of the CJSB as set forth in Article 6, Section 2 of the CJSB Bylaws. Upon written concurrence that all issues in dispute have been resolved prior to or during the fiscal year in which sanctions have been assessed, any or all sanctions may be removed by the Committee on Training.

5.1.7 None of the above mentioned sanctions shall preclude an academy's right to pursue other methods of redress against a withdrawing department for violation of the process of withdrawing which may be granted by statute or general law.

5.2 CHANGING FROM AN INDEPENDENT DEPARTMENT TO A REGIONAL ACADEMY

A change in status from an independent department to membership in a regional academy may occur when the following steps are completed:

- a. A written request for membership from the department administrator has been sent to the chairman of the academy governing body of the regional academy where membership is desired.
- b. The department administrator has simultaneously sent a copy of the request to the Department of Criminal Justice Services (DCJS). Notification to DCJS must be provided in order to track academy agency membership, officer population and to determine any potential impact on funding provided by the state. (Note: As the funding formula has been changed to distribution by officer population exclusively, any new member to an academy will impact funding allocation to all 10 regional academies.)
- c. The chairman of the academy's governing body has notified the department administrator in writing of his board's decision regarding the acceptance or rejection of the membership proposal.

5.2.1 An independent department joining a regional training academy will be obligated to pay its financial assessment, as determined by the academy.

5.3 CHANGING FROM A REGIONAL ACADEMY TO AN INDEPENDENT DEPARTMENT

A change in status from membership in a regional academy to that of an independent department may occur when the following steps are completed:

- a. The department administrator has sent written notification of the intent to withdraw membership to the chairman of the governing body of the academy from which they are withdrawing.
- b. The department administrator has simultaneously sent a copy of the request to the Department of Criminal Justice Services (DCJS). Notification to DCJS must be provided in order to track academy agency membership, officer population and to determine any potential impact on funding provided by the state.

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c. The chairman of the academy governing body must provide the department administrator with the opportunity to address the board on the reasons the department is withdrawing membership.

5.3.1 A withdrawing member department is obligated to pay its designated financial assessment until the end of the fiscal year preceding the fiscal year in which the member department will become an independent department, unless the regional training academy charter specifies otherwise.

5.3.2 In the event a withdrawing member department fails to comply with the preceding process, any of the involved parties to the issue in question may request to meet with a DCJS designated mediator, agreeable to all parties, to resolve the issue.

5.3.3 If one or more of the parties as stated in section 5.1.2. elect not to participate in the mediation process, and if the issue in question cannot be resolved, the Committee on Training of the CJSB shall have the authority to enforce these guidelines and conduct a hearing on the matter and impose sanctions as may be set forth in these guidelines and in the Rules Relating to Regional Criminal Justice Training Academies. Sanctions may include:

a. The receiving academy will be decertified until all fiscal obligations of the withdrawing department to the losing academy have been satisfied.

5.3.4 The Committee on Training of the CJSB shall conduct all hearings and impose sanctions for any violations of Section 5 of the Guidelines. Any appeals shall be heard by the Executive Committee of the CJSB as set forth in Article 6, Section 2 of the CJSB Bylaws.

5.3.5 None of the above mentioned actions shall preclude an academy's right to pursue other methods of redress against a withdrawing department for violation of the process for withdrawing which may be granted by statute or general law.

5.4 MERGER OF REGIONAL TRAINING ACADEMIES

A change in status from two or more separate regional training academies to the creation of one or more regional training academies may occur when the following steps are completed:

a. The chairman of one regional training academy governing body has sent notification of a desire to merge to the chairman of another regional training academy governing body.

b. The chairmen of merging academies proposing the merger have simultaneously sent a copy of the proposal to the Department of Criminal Justice Service (DCJS). Notification to DCJS must be provided in order to determine any potential impact on funding provided by the state.

c. The chairmen of each regional training academy must notify its members and obtain approval for the merger.

d. Once the merger has been agreed upon, the chairmen of the merging regional training academies shall notify the chairman of the Criminal Justice Services Board (CJSB) of the pending merger. The chairman of CJSB shall notify the chairmen of the merging regional training academies of the potential impact on state funding and policies of a merger. Any merger cannot be effective until the impact statement is returned by the CJSB and upon resolution of any identified issues which may negatively affect state funding and/or policy. Any merger cannot be effective until an amendment to that affect has been made to the Rules Relating to Regional Criminal Justice Training Academies.

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6. CJSB GUIDELINES TO REGIONAL TRAINING ACADEMIES

6.1 ACADEMY CHARTER AND BY LAWS

Each regional training academy shall be established in accordance with Section 15.2-1300 or 15.2-1747 of Code of Virginia. Each academy shall possess a charter which, at a minimum, specifies the following as provided in the above section.

- a. the names of the local political subdivisions that have joined to create the academy;
- b. the duration of the agreement;
- c. the purpose(s) of the academy;
- d. the organization, composition, and nature of the academy being created, and the powers delegated thereto;
- e. the method to be employed in accomplish the partial or complete termination of the agreement and for disposing of property upon such partial or complete termination;

Each academy may adopt bylaws as appropriate.

No provision of an academy's charter or bylaws shall be inconsistent with guidelines, procedures, and rules adopted by the CJSB.

Section 6.1 Commentary: Great care must be taken when designing the structure and enumerating the duties of any collective body. The Code of Virginia provides guidance in this regard relating to the basic framework which must exist for each regional training academy.

The CJSB encourages each regional training academy to examine its current structure to ensure compliance with the Code of Virginia and applicable regulations. Further, the CJSB supports the initiatives of regional academy boards to further define roles and responsibilities through the development and adoption of bylaws, policies, and other written directives which clearly delineate the management and operational structure of the regional training academy.

6.2 ACADEMY ORGANIZATION

The organization of each regional training academy shall be specified by the academy charter, bylaws or policies. Each academy shall have at a minimum:

1. Academy Governing Body
2. Academy Director
3. Training Faculty and/or Support Staff
4. Academy Financial Officer

6.3 ACADEMY GOVERNANCE

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The governance of each regional training academy shall be the responsibility of each academy's governing body and the authority, duties and relationship between the academy governing body and its academy director shall be specified in the academy charter, bylaws or policies.

6.4 ACADEMY GOVERNING BODY

The majority of the governing body of each regional training academy shall be composed of chiefs of police and sheriffs of member departments, jail administrators, and chief executives of local political subdivisions.

The governing body shall have the following as its primary responsibilities:

- a. elect officers;
- b. approve regional training academy budget;
- c. adopt and amend its charter; and,
- d. may select a subunit of its members to serve as its designee to function on behalf of the governing body.

6.4.1 Each regional training academy's charter, bylaws or policies shall address the following composition and organizational items relating to the governing body and its subunits if applicable:

- a. membership
- b. terms of office
- c. vacancies
- d. tenure
- e. meetings

6.4.2 Duties: The academy governing body, or its designated subunit, of each regional training academy is charged with the following duties:

- a. Appointment and termination of the academy director
- b. Fix the compensation of the director and staff
- c. Establish the duties of the director
- d. Evaluate the performance of the director
- e. Establish the faculty staffing level
- f. Establish the level of support personnel

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- g. Approve and authorize budget expenditures
- h. Establish fees to be paid by outside users
- i. Approve contractual arrangements
- j. Adopt and amend academy bylaws
- k. Review and approve academy policies, rules, and procedures
- l. Designate a financial officer and establish mandatory independent audit procedures
- m. Review and approve academy curriculum
- n. Other duties as specified in the academy charter

6.5 ACADEMY DIRECTOR

The following qualifications and duties shall apply to the academy director of each regional training academy:

6.5.1 Qualifications: Candidates for position of academy director should meet the following minimum qualifications:

- a. Bachelor's degree in criminal justice, public administration, education or related field. (An associate degree in combination with experience may be used in lieu of a bachelor's degree.)
- b. Extensive work experience providing considerable knowledge of the criminal justice system with specific experience in the management of criminal justice training or education. Management experience should include agency or agency subunit budget development and execution; personnel recruiting and selection as well as other training management responsibilities. Will be expected to perform the duties as outlined in paragraph 6.5.2 with a minimum of difficulty.
- c. The academy governing body in its review of candidates may, in its judgment, substitute experience for education or education for experience, provided the end resulting criteria are consistent with sound hiring practices and the candidates considered have the required knowledge, skills and abilities to perform the function of academy director.

6.5.2 Duties: The management, administration and operation of each regional training academy shall be the responsibility of the academy director. Accordingly, the academy director shall:

- a. Act as the academy's financial officer when designated by the governing body
- b. Prepare the academy's annual budget
- c. Act as the academy's purchasing agent
- d. Advertise, hire and train support staff
- e. Evaluate, discipline, terminate support staff
- f. Establish support staff work schedules
- g. Prepare academy governing body meetings agendas in cooperation with the academy board chairperson
- h. Advertise academy governing body meetings
- i. Provide liaison to academy governing body members and other officials
- j. Develop and continually review academy curriculum
- k. Schedule academy courses and programs
- l. Review instructor lesson plans and tests
- m. Ensure that faculty and students comply with academy bylaws
- n. Monitor academy courses and programs

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- o. Select and evaluate faculty performance
- p. Prepare and submit annual report to the academy governing body
- q. Prepare and distribute academy training calendar
- r. Instruct as needed
- s. Enter into contracts as needed
- t. Assure satellite training as authorized by the academy governing body
- u. Ensure compliance with applicable laws and regulations governing academy operations and programs.

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APPENDICES

APPENDIX A
CARDINAL TRAINING REGION

Cities

Bedford
Radford
Roanoke
Salem

Counties

Bedford
Botetourt
Craig
Franklin
Roanoke

Towns

Blacksburg
Boones Mill
Buchanan
Christiansburg
Rocky Mount
Vinton

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APPENDIX B

CENTRAL SHENANDOAH TRAINING REGION

<u>Cities</u>	<u>Counties</u>	<u>Towns</u>
Buena Vista	Albemarle	Berryville
Charlottesville	Alleghany	Bridgewater
Clifton Forge	Augusta	Broadway
Covington	Bath	Culpeper
Harrisonburg	Clarke	Craigsville
Lexington	Culpeper	Dayton
Staunton	Fluvanna	Edinburg
Waynesboro	Frederick	Elkton
Winchester	Greene	Front Royal
	Highland	Glasgow
	Louisa	Gordonsville
	Madison	Grottoes
	Page	Iron Gate
	Rockbridge	Louisa
	Rockingham	Luray
	Shenandoah	Middletown
	Warren	Mineral
		Mount Jackson
		New Market
		Scottsville
		Shenandoah
		Stanley
		Stephens City
		Strasburg
		Timberville
		Woodstock

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APPENDIX C

CENTRAL VIRGINIA TRAINING REGION

<u>Cities</u>	<u>Counties</u>	<u>Towns</u>
Lynchburg	Amherst	Altavista
South Boston	Appomattox	Amherst
	Brunswick	Appomattox
	Buckingham	Blackstone
	Campbell	Boydton
	Charlotte	Broadnax
	Cumberland	Brookneal
	Halifax	Burkeville
	Lunenburg	Chase City
	Mecklenburg	Clarksville
	Nelson	Clover
	Nottoway	Crewe
	Prince Edward	Dillwyn
		Drakes Branch
		Farmville
		Halifax
		Kenbridge
		Lacrosse
		Lawrenceville
		South Hill
		Victoria

APPENDIX D
CRATER TRAINING REGION

Cities

Colonial Heights
Emporia
Franklin
Hopewell
Petersburg
Richmond

Counties

Amelia
Charles City
Chesterfield
Dinwiddie
Greensville
Isle of Wight
Henrico
New Kent
Powhatan
Prince George
Southampton
Surry
Sussex

Towns

Boykins
Courtland
Meckenney
Wakefield
Wavery

APPENDIX E
HAMPTON ROADS TRAINING REGION

<u>Cities</u>	<u>Counties</u>	<u>Towns</u>
Chesapeake	Accomack	Cape Charles
Hampton	Gloucester	Chincoteague
Newport News	James City	Exmore
Norfolk	Mathews	Onancock
Poquoson	Northampton	Onley
Portsmouth	York	Parksley
Suffolk		Saxis
Virginia Beach		
Williamsburg		

APPENDIX F
NEW RIVER TRAINING REGION

<u>Cities</u>	<u>Counties</u>	<u>Towns</u>
Danville	Bland	Chatham
Galax	Carroll	Chilhowie
Martinsville	Floyd	Dublin
	Giles	Fries
	Grayson	Glen Lyn
	Henry	Gretna
	Montgomery	Hillsville
	Patrick	Hurt
	Pittsylvania	Independence
	Pulaski	Marion
	Smyth*	Narrows*
	Wythe*	Pearisburg
		Pembroke
		Pulaski
		Rich Creek
		Rural Retreat
		Wytheville

* See Appendix K

APPENDIX G
NORTHERN VIRGINIA TRAINING REGION

Cities

Alexandria
Fairfax
Falls Church
Manassas
Manassas Park

Counties

Arlington
Fairfax
Loudoun
Prince William

Towns

Dumfries
Haymarket
Herndon
Leesburg
Middleburg
Occoquan
Purcellville
Quantico
Vienna

APPENDIX H
PIEDMONT TRAINING REGION

Cities

Danville

Martinsville

Counties

Henry

Patrick

Pittsylvania

Towns

Chatham

Gretna

APPENDIX I
RAPPAHANNOCK TRAINING REGION

<u>Cities</u>	<u>Counties</u>	<u>Towns</u>
Fredericksburg	Caroline	Ashland
	Essex	Bowling Green
	Fauquier	Colonial Beach
	Goochland	Kilmarnock
	Hanover	Montross
	King and Queen	Orange
	King George	Tappahannock
	King William	Urbanna
	Lancaster	Warrenton
	Middlesex	Warsaw
	Northumberland	White Stone
	Orange	
	Rappahannock	
	Richmond	
	Spottsylvania	
	Stafford	
	Westmoreland	

APPENDIX J
SOUTHWEST TRAINING REGION

<u>Cities</u>	<u>Counties</u>	<u>Towns</u>
Bristol	Buchanan	Abingdon
Norton	Dickenson	Appalachia
	Lee	Big Stone
	Russell	Bluefield
	Scott	Cedar Bluff
	Tazewell	Clintwood
	Washington	Coeburn
	Wise	Damascus
		Gate City
		Glade Spring
		Grundy
		Haysi
		Honaker
		Jonesville
		Lebanon
		Pennington Gap
		Pocahontas
		Pound
		Richlands
		Saint Paul
		Saltville
		Tazewell
		Weber City
		Wise

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APPENDIX K

AGENCIES AUTHORIZED TO MAINTAIN A REGIONAL ACADEMY
AFFILIATION OUTSIDE THEIR ASSIGNED TRAINING REGION AS
OF JULY 1, 1998

<u>Agency</u>	<u>Regional Training Academy</u>
Police Department town of Ashland	Crater
Police Department town of Chilowhie	Southwest
Police Department town of Christiansburg	New River
Police Department town of Gordonsville	Central Shenandoah
Police Department town of Hurt	Central Virginia
Police Department town of Narrows	Cardinal
Police Department town of Occoquan	Rappahannock
Police Department town of Smithfield	Hampton Roads
Sheriff's Office County of Smyth	Southwest
Police Department town of Pearisburg	Cardinal
Sheriff's Office County of Fauquier	Northern Virginia
Sheriff's Office County of Prince William	Rappahannock
Sheriff's Office County of Wythe	Southwest

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